



HRIS Job Role Training

EE Service & Event Report

Forms: LP260

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Introduction

Run Employee Service and Event Listing (LP260) to print a list of the service and/or event information for selected employees. There are three report options: Service report, event report, and event distribution report. The distribution report option uses the process level and department stored on the event records, rather than the employee's home process level and department, to select, sort and total the data. The service data reporting can be used to validate service data in Absence Management against payroll data either in Lawson or in an external payroll system.

Employee Service and Event Report

Employee Service and Event Report (LP260)

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Submit **Reports** **Job Sched** **Print Mgr**

2 Job Name LP260

3 Job Description EE Service and Event

User Name adbowlj Jennifer Bowling

Data Area/ID TEST

Parameters

| Report | Employees | Detail |
|--------|----------------------------|-----------------------|
| 4 | Company | 1 STATE OF ARIZONA |
| 5 | Report Option | 1 ▾ Service Report |
| 6 | Service Class | |
| 7 | Service Code | 310 SICK LEAVE TAKEN |
| 8 | Reason Class | |
| 9 | Reason Code | |
| 10 | Distribution Process Level | |
| 11 | Distribution Department | |
| 12 | Report Sequence | 1 ▾ Employee |
| 13 | Employee Sequence | Use Company Default |

R=Required, O=Optional

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|---|------------------------------|--------------|--|---|---|
| 1 | White Search Box | R | Type LP260 in the White Search Box. Press ENTER on the keyboard. | The Individual Personnel Action (LP260) opens. | |
| 2 | Job Name Field | R | For a new report, type a unique name for the job. To use an existing report, you can select a previously defined job from the Drill Around. The jobs displayed are for the active user, displayed in the User Name field. | Job Name is established for the resulting report. | You can define different sets of parameters for the same report by using alternate job names. For example, you can inquire on an existing job name, change the parameters values, type in a new job name and use the CHANGE button. Each job defined for a particular user must have a unique name. |
| 3 | Job Description Field | O | Type a description of the job. | A Job Description will display. | The job description helps you identify a batch job by providing additional information about the job name. |

REPORT TAB

| | | | | | |
|---|----------------------------|---|---|---|---|
| 4 | Company Field | R | Type 1 in Company field. | System will access information for Company 1. | All forms/actions must contain a 1 in the Company Field. |
| 5 | Report Option Field | R | Specify the report you want to create | | Valid Options are: <ul style="list-style-type: none"> • Service Report - lists records that hold a service code, which may optionally be limited to a selected service code or class • Event Report – lists records that hold a reason code, which may optionally be limited to a selected service code or class • Event Distribution Report - lists records that hold a reason code as well as a distribution process level. This report option can be limited to a selected reason code or class and to a selected distribution process level or process level or department. |
| 6 | Service Class Field | O | If you selected Service Report in Step 5, select a service class to limit the records to only those holding codes belonging to the selected | | |

| | HRIS Field | R / O | Step/Action | Expected Results |  Notes/ Additional Information |
|----|---|--------------|--|-------------------------|--|
| | | | class. If you select a service class, leave service code blank. | | |
| 7 | Service Code Field | O | If you selected Service Report in Step 5, select a service code to limit the records to only those holding codes belonging to the selected class. If you select a service code, leave service class blank. | | |
| 8 | Reason Class Field | O | If you selected Event Report in Step 5, select a reason class to limit the records to only those holding codes belonging to the selected class. If you select a reason class, leave reason code blank. | | |
| 9 | Reason Code Field | O | If you selected Event Report in Step 5, select a reason code to limit the records to only those holding codes belonging to the selected codes. If you select a reason code, leave reason class blank. | | |
| 10 | Distribution Process Level Field | O | If you selected Event Distribution Report in Step 5, select a process level to limit the records to only those holding the selected value. | | If you agency uses Labor Distribution, this process level can be different from the employee's home process level. |
| 11 | Distribution Department Field | O | If you selected Event Distribution Report in Step 5, select a department to limit the records to only those holding the selected value. | | If you agency uses Labor Distribution, this process level can be different from the employee's home process level. |
| 12 | Report Sequence Field | R | Specify the order in which the listing should sort. | | Value values include: <ul style="list-style-type: none"> • Plan; Structure • Process Level |
| 13 | Employee Sequence Field | O | For reports that will include multiple Employees, type or select from the drop down menu the sequence that should be used to sort the Employees. | | Valid Values include: <ul style="list-style-type: none"> • 'A' – Alpha • 'N' – Numeric |

Employee Service and Event Report (LP260)

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Submit Reports Job Sched Print Mgr

Job Name LP260

Job Description EE Service and Event

User Name adbowlj Jennifer Bowling

Data Area/ID TEST

Parameters

Report **Employees** Detail

14 Process Level

15 Department

16 User Level

17 Supervisor

18 Location

19 Exclude, Include ▾

Status

20 Employee Group

21 Employee

EMPLOYEE TAB

| | | | | | |
|----|-------------------------------|---|---|--|--|
| 14 | Process Level Field | O | Select a process level to limit the employees evaluated against the threshold to those in the selected process level. | | |
| 15 | Department | O | Select a department along with a | | If department is chosen, a process level |

| | | | | | |
|----|--|-----------------------|--|--|---|
| | Field | | process level to limit the employees evaluated against the threshold to those in the selected department. | | is required. |
| 16 | User Level Field | <input type="radio"/> | Select a user level along with a process level to limit the employees evaluated against the threshold to those in the selected user level. | | Some agencies might not use user levels, please contact your HR department to determine if this is an appropriate field to use. |
| 17 | Supervisor Field | <input type="radio"/> | Select a supervisor to limit the employees evaluated against the threshold to those who report to this supervisor. | | |
| 18 | Location Field | <input type="radio"/> | Select a location to limit the employees evaluated against the threshold to those who are assigned to this location. | | |
| 19 | Exclude or Include Status Fields | <input type="radio"/> | Select one or more statuses to include or exclude employees from the report that are assigned to that status code. | | For example, you may want to run the report and exclude terminated employees. |
| 20 | Employee Group Field | <input type="radio"/> | Select an employee group to limit the employees evaluated against the threshold to those belonging to the group selected. | | |
| 21 | Employee Field | <input type="radio"/> | Select individual employees to be evaluated against the threshold. | | |

Employee Service and Event Report (LP260)

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Submit Reports Job Sched Print Mgr

Job Name LP260
 Job Description EE Service and Event
 User Name adbowlj Jennifer Bowling
 Data Area/ID TEST

Parameters

Report Employees **Detail**

22 Date Range [] - []

23 Day []

24 Service Status []

25 Event Status []

26 Include Comments [1] No

27 Create CSV File [1] No

DETAIL TAB

| | | | | | |
|----|----------------------------|---|--|--|--|
| 22 | Date Range Field | O | Select a beginning and ending date to limit the service or event records on the report to those that fall within the range specified. Both a beginning and end date must be entered to specify a date range. | | |
| 23 | Date Field | O | Select a specific day of the week to limit the service or event records included on the report to those that | | Leave this field blank to include all records. |

| | | | | | |
|----|----------------------------------|---|--|---|--|
| | | | fall on the selected day. | | |
| 24 | Service Status Field | O | If you are running a service report (from step 5), select which statuses are to be included on the report. If all statuses should be included, leave this field blank. | | |
| 25 | Event Status Field | O | If you are running an event report (from step 5), select which statuses are to be included on the report. If all statuses should be included, leave this field blank. | | |
| 26 | Include Comments Field | O | Please disregard this field – SOA does not use this feature. | | |
| 27 | Create CSV Field | O | Indicate whether a CSV file should be created. | | If selected YES, the report will appear in your print manager. |
| 14 | Add button | R | Click Add to save your report | See 'Job Added' in the lower left corner. | To see results you must submit the report to HRIS to process. |